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Circular L etter #63

Nov. 16, 1921.

To Supervisors of Schools and
High School Principals.

Ladies and Gentlemen:

HIGH AND CONTINUATION SCHOOL MARKS

The following regulation will govern the granting of credits to pupils of the high and continuation schools who fail to secure a passing mark in a year subject at the end of the first semester:

Pupils who fail to secure a passing mark at the end of the first semester in any year subject will be permitted to continue with that subject if they desire to do so, with the understanding that a passing makr at the end of the year will cancel the mark of the first semester, provided the mark secured at the end of the year is "M" or higher. "F" or "P" marks before the end of the year should be entered in pencil in the school records so that the proper changes may be made at the end of the year. At this time all marks should be written in ink.

Attention is again called to the fact that the marks to be used in the high and continuation schools to indicate the grade of work done by the pupils are: "E", "G", "M", "P" and "F". These letters indicate that excellent, good, medium, or poor work is being done, or that the pupil has failed, and there should be no attempt to translate these letters into numerical terms; however, for the purpose of facilitating the rating of the pupil's work by the teachers, the equivalence of these letters as to numerical marks is hereby given:

E - 91 to 100%
G - 80 to 90%
M - 71 to 79%
P - 60 to 70%
F - Less than 60%

Continuation and high-school students should be led to realize the importance of building up an excellent record of work. Beginning next year, a high-school diploma will not be issued in those cases in which more than four final "Ps" appear in the student's record. In English and Spanish no credit will be allowed

after two consecutive final "Ps" (year work). In such cases the work of the last year should be repeated the next year.

Yours very truly,

Signed-- JUAN B. HUYKE

Commissioner of Education.

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